

JOB ANNOUNCEMENT

TO HELP PROTECT SAN FRANCISCO BAY

Enforcement Analyst

COASTAL PROGRAM ANALYST I or II

Full-Time, 24-Month, Limited-Term Position with
the possibility of becoming permanent

June 24, 2015

About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small State agency located in San Francisco. BCDC has regulatory and planning responsibility over conservation and development in San Francisco Bay and along the Bay's nine county shoreline. Our staff of 42 planners, scientists, engineers, attorneys, designers, administrators, and assistants takes pride in its high level of professionalism and dedication.

Who We Want. We want people who are enthusiastic and motivated, with excellent analytical skills, and effective written and oral communication skills, sound judgment, ability to solve problems, work effectively as a member of a team, and enjoy working with considerable independence.

Term and Salary. We currently have a 24-month, limited-term vacancy with the possibility of becoming permanent. The salary range of the *Coastal Program Analyst I* is \$3,168 to \$4,906 per month and the *Coastal Program Analyst II* is \$4,711 to \$5,900 per month, depending on qualifications and experience.

The Position. The **Enforcement Analyst** monitors permits for compliance, investigates and resolves alleged violations, conducts field investigations, coordinates with local governments and other agencies, prepares after-the-fact permits and amendments; negotiates resolutions and collects civil penalties; prepares violation reports, drafts proposed cease and desist orders, civil penalty orders and violation settlements; consults with BCDC's Chief Counsel; and attends weekly staff meetings. The analyst works under the Chief of Enforcement's direction. The analyst may also review permit applications, work with applicants and write permits and amendments under the Chief of Permit's direction. For more information about this position, contact Adrienne Klein, Chief of Enforcement at (415) 352-3609.

Eligibility. Individuals on the Coastal Program Analyst I and/or Coastal Program Analyst II lists are eligible to apply. Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Analyst I or II level are encouraged to apply. Please note, in order to be eligible to transfer, applicants **must** meet the minimum qualifications of the Coastal Program Analyst I or II classification. Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, reinstatement status, or list eligibility in the Examination or Job Title section on the State Application Form #678 (see link below under “Applying for the Job.”)

Please note that if you are not a current or past state employee and/or have not successfully participated in an appropriate civil service examination for Coastal Program Analyst I and/or II you cannot be considered for this vacancy. If you wish to participate in the Coastal Program Analyst (CPA) I or II examination, please see the Cal HR website at www.jobs.ca.gov.

Applying for the Job. The job opening is at the San Francisco Bay Conservation and Development Commission, but the California Coastal Commission handles BCDC’s personnel work. Therefore, to apply, please submit a standard State of California application form (Std. #678) available on the internet at www.jobs.ca.gov, current resume, references and writing sample to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, California 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

In the Examination or Job Title section, please clearly indicate for which classification and position(s) you are applying **(CPA I or II: Limited Term, Enforcement Analyst - BCDC)**.

Filing. Applications will be accepted until the position is filled, but applications received by **July 20, 2015** will be given first priority for consideration. We plan to conduct interviews between July 27 and July 31, 2015. Applications will be screened and only the most qualified candidates will be interviewed. No relocation expenses are offered.

Special Interview Arrangements. If you have a disability and need special interview arrangements, please mark the appropriate box in Item 2 of the application. You will be contacted to make specific arrangements.

For additional information about BCDC, see our website at www.bcdc.ca.gov.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.” It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with state law, civil service rules, and the special trust placed in public servants.

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